


MARICOPA COUNTY  HUMAN SERVICES DEPARTMENT Workforce Development Division	SECTION/REFERENCE Federal Register/Vol.65, No.156 - §664.450 (b); PL 105-220 136(c)	PAGE 1 OF 3
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SUBJECT: Program Exits		ADDENDA:

Background:

The term program exit means a participant does not receive a service funded by the program or funded by a partner program for 90 consecutive calendar days and is not scheduled for future services. The term exit is used in the Workforce Investment Act to determine when to count an individual for performance measurement. Each individual becomes part of an exit cohort, a group who is determined to be “exiters” within a particular quarter.

Policy:

There are two types of Program Exit:

- Once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days and has no planned gap in service, the date of exit is applied retroactively to the last day on which the individual received a service funded by the program or a partner program, which is determined by the last actual end date in AJC Service and Training Plans.
- A participant should be exited from the MWC Youth Program when the services identified by the Individual Service Strategy are completed. Additional partner services or funded MWC Youth Program services that are included or added to the ISS can extend the date of an exit.

A participant may be placed into a gap in service when a situation arises that will temporarily prevent program participation for greater than 90 consecutive calendar days. This allows participants time to address barriers to continued participation. A gap in service must be related to one of the three circumstances identified below:

- Delay before the beginning of training
- Health/medical condition or providing care for a family member with a health/medical condition
- Temporary move from the area that prevent the individual from participating in service.

A gap in service may be extended an additional 90 consecutive calendar days for a total of 180 days to resolve the issues that prevent the participant from completing program services. The additional gap in service must be related to one of the two circumstances identified below:

- Health/medical condition or providing care for a family member with a health/medical condition
- Temporary move from the area that prevent the individual from participating in service.

For situations where a Wagner-Peyser program activity has extended a WIA program participant exit date:

- Do not enter any additional program activities into AJC.
- Ensure continued contact with the WIA program participant to ensure employment retention. A Wagner-Peyser activity indicates the participant is still conducting a job search and may not be employed or is not satisfied with an existing job.

Participants in the following categories, either at the time of exit or during the first three quarters following exit, will be excluded from common measure performance. A manual exit (ending services in AJC and then adding an exit reason) must be created for a youth in this situation prior to the 90 day system generated exit. Written documentation is required.

- Institutionalized – The participant is residing in an institution or facility providing 24-hour support, such as a prison or hospital, and is expected to remain in that institution for at least 90 days or more.
- Heath/Medical or Family Care – The participant is receiving medical treatment or providing care for a family member that precludes entry into unsubsidized employment or continue participation in the program.
- Deceased
- Reservist Called to Active Duty – The participant is a reservist who is called to active duty for at least 90 days or more.
- Relocated to a Mandated Residential Program – The participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program.

Tips for Performance

When considering exiting a youth, keep in mind that an older youth (ages 19-21) should be ready for employment, entry into post-secondary education, or advanced training and a younger youth (ages 14-18) should have attained their skills attainment goals and have attained a diploma/ equivalent to assist in obtaining positive performance outcomes.

Timing of the exit is also important and can affect the entered employment rate and retention measures. The participant must be employed in the 1st quarter after exit to be included in the Entered Employment Measure; i.e. if the older youth is exited on January 1st as entered as employed, he/she must be working in the first quarter after exit, April 1 to June 30, to be counted in the entered employment measure. The youth must also be employed in the 3rd quarter, October 1 to December 31 to be counted in the Employment Retention measure. An exit may be held until just before the end of the quarter to ensure that the youth is counted in the entered employment rate, i.e., exit the youth on March 30th (if they are still employed) rather than January 1st to ensure that they are counted in the performance measure.

Maintaining regular contact and developing a rapport with youth may increase the chances of a positive outcome. It is also important to obtain additional contact information from the youth prior to exit and to make sure that contact information is up to date. The information gathered during eligibility may have changed. Having up to date and alternative contact information may increase the ability to determine the youth's status and enhance performance.

Remind youth at initial enrollment and throughout participation that services will be available to them for at least 12 months after exit.

If the intent for Younger Youth (14-18) is to receive a high school diploma or GED as an exit, it is easier to obtain documentation of the credential while they are still enrolled.

For Younger Youth with skill attainment goals, the skill attainment goals must be closed out prior to the closure of activities and completion of the case closure screen. A maximum of three goals a year would be preferable. Any pending goals that have not been attained prior to exit will be counted as "not attained". Make sure that skill attainment goals set are realistic and achievable for the youth. Goals should be set based on needs and abilities.

Make sure the youth is engaged in one of the five retention activities:

1. Employment
2. Post-secondary education
3. Advanced training
4. Military service
5. Qualified apprenticeship

Documenting Employment

Employment must be verified. The UI Wage record is the primary source of employment verification. If the youth is found to have wages during the quarter after exit they are considered as employed regardless of the amount of wages. Supplemental sources may be used to verify employment due to the time lag in the reporting of UI wages or may be used if the youth is not found in the UI wage record. Supplemental sources include:

- Documented verification by the employer
- Participant contact with supporting documentation (pay stub, W-2 form, 1099 form or other written documentation)
- Computer records from automated record matching (WRIS data, New Hire List)
- Administrative Records
- The Work Number, etc...

Note: UI Wage Records are the only source of data that can be used for the average earnings measure.